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DD/A Registry

9 December 1981

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MEMORANDUM FOR:
Executive Officer to the DDA

FROM : Chief, MASS Administrative Group, NFAC

SUBJECT : Travel Reduction Plan

NFAC sees three principal areas of control in reducing travel costs: 1) Management, 2) Regulations, 3) ticket procurement. Possible actions under each are listed below:

1. Management:

- a. Reduce number of overall trips by specific number or specific percentage.
- b. Prioritize travel by categories, eliminating the lowest.
- c. Where possible, combine different missions into single trips.
- d. Reduce the number of participants to conferences and meetings.

2. Regulations can be rewritten to:

- a. Eliminate authorization for "economy" class travel in favor of "lowest available fare."
- b. Permit Central Processing Branch (CPB) to direct routing of individual tickets to take advantage of lowest rates.
- c. Require that all expenses above "lowest available fare" incurred for personal reasons be borne by traveler.
- d. Increase the duration of travel required to qualify for rest stops, particularly if through flights are available; alternatively, provide "rest stop" at first destination if ticket cost can be reduced thereby.
- e. Reduce or eliminate first class travel.



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3. Ticket Procurement:

- a. Enforce the requirement for the use of GTR's and the use of CTB to make purchases.
- b. Eliminate personal preference in:
 - 1) choice of airline
 - 2) method of payment (e.g. credit card)
- c. Enforce strict authorization for "last minute" TDY's which require purchase of economy tickets. (Problem: Cancellation of special-fare travel often involves financial penalty.)



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